

SCHOOL READINESS



**THANK YOU FOR YOUR INTEREST IN
SCHOOL READINESS!**

This presentation will provide a brief overview of the School Readiness Contract. Please visit our website at www.elcfv.org to view the complete content of the School Readiness Contract.



Note: This overview is for School Readiness services only, to serve children birth to 5 years old and is not for VPK. The VPK program serves 4 year old children exclusively, to help them prepare for kindergarten. For more information about the VPK program, please contact a Provider Operations Representative at 386-323-2400

What is the School Readiness program?



The Early Learning Coalition of Flagler and Volusia Counties administers the School Readiness (SR) program through direct child care services. Services are delivered through a comprehensive network of *contracted* legal child care providers throughout Volusia and Flagler Counties including:

- **Licensed centers**
- **Licensed family child care homes**
- **Registered family child care homes**
 - **School based programs**
 - **License-exempt programs**
 - **Informal child care**

Eligible families have the opportunity to access affordable quality care, allowing them to work and contribute to the community knowing their children are safe and well cared for.

School Readiness customers are determined eligible by ELCFV guidelines. Eligibility may be determined by referrals from other agencies, income, family size, work or school activities.

How can a child care program participate in School Readiness?



A program must be legally operating to participate in SR. To apply for program participation approval, a provider will submit a School Readiness Application, available on our website www.elcfv.org, to a Provider Operations Representative. The application will require the following documentation:

- Gold Seal Certificate (if applicable)
- Accreditation Certificate (if applicable)
- Certificate of Liability Insurance form, listing ELCFV as Additional Insured with a minimum general liability coverage of \$100,000/\$300,000
- Direct Deposit Form
- Holiday Schedule Form
- W-9

Provider Operations Representatives can be contacted at 386-323-2400 for questions about SR and documentation submission requirements:

Program names A-G call Monique Swinton ext.156 mswinton@elcfv.org

Program names H-O call Jeanne Ramsey ext.160 jramsey@elcfv.org

Program names P-Z call Jenni Riccio ext.139 jriccio@elcfv.org

What are the requirements of an SR Provider?



Both the SR provider and the ELCFV work together under the regulations of a School Readiness Contract that is signed by both parties.

The Contract includes the following sections:

- I. **PARTIES AND TERMS OF Contract**
- II. **PROGRAM REQUIREMENTS**
- III. **PROGRAM ELIGIBILITY AND ADMINISTRATION**
- IV. **CHILD ELIGIBILITY AND ENROLLMENT**
- V. **COMPENSATION AND FUNDING**
- VI. **NON-COMPLIANCE AND TERMINATION**
- VII. **DISPUTE RESOLUTION**
- VIII. **INDEMNIFICATION AND INSURANCE**
- IX. **COALITION RESPONSIBILITIES**
- X. **ADDITIONAL TERMS AND CONDITIONS**
- XI. **COMMITMENT OF INTENT**

Please continue on to learn what is within each section...

I. PARTIES AND TERMS OF Contract



- **The Provider must meet all of the qualifications and requirements for offering the SR program established by statute, rule, local Coalition Policy and the terms of the Contract at all times the Provider offers the SR program.**
- The Provider may execute an Contract on behalf of multiple SR sites, if applicable.
- **The Contract binds the successors, assignees, and legal representatives of the Provider and of any legal entity that succeeds to the obligations of the Coalition.**
- The Contract is not transferable to another entity, corporation, owner and is only valid to provide services at the location(s) listed in the Contract. The Contract is terminated within 24 hours of the Coalition receiving knowledge if the service location changes.

II. PROGRAM REQUIREMENTS



CURRICULUM & CHARACTER DEVELOPMENT

The Provider must utilize a Coalition approved Curriculum and Character Development Program that supports the implementation of the Florida Performance Standards

(Section 411.01 (5)(c)2.a,b., Florida Statutes).
(This does not apply to school-age only programs).

If the Provider chooses to utilize a curriculum that is not approved by the Coalition, they must complete a curriculum approval application and submit the curriculum to the Coalition for review. Approval of the curriculum is at the discretion of the Coalition.

The ELCFV has approved the following list of curricula for School Readiness Providers to use:

Active Learning Series
All About Preschoolers
Beyond Centers & Circle Time
Beyond Cribs and Rattles (Infants/Toddlers)
Creative Curriculum
Curiosity Corner
DLM Early Childhood Express
Doors to Discovery
Early Literacy and Learning Model/Plus
Fun Shine Express
High/Scope
High Reach
Houghton Mifflin Pre-K Florida
Investigator Club Pre-K
Language for Literacy
Letter People
Literacy Express
Montessori Pedagogy (certified Montessori Instructors)
Opening the World of Learning (OWL)
Ready, Set, Leap!
Saxon Early Learning
Scholastic
We Can!
WEE Learn
Wright Skills/Growing with Mathematics

PROGRAM REQUIREMENTS continued...

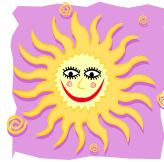


- Participate in the SR Child Screening Process designed to identify children in need of further evaluation for special needs as requested.
- *Participate in the pre/post SR Child Assessment Process as requested.*
- Ensure Special Needs children are provided services or referred.
- *Provide parental access and support family involvement.*
- Ensure SR Staff meet all professional development requirements.

III. Program Eligibility and Administration



- *Meet and maintain state and local (if applicable) health and safety requirements in accordance with federal, state, and local requirements, statutes, and rules.*
- *Provide business information and updates of any changes in a timely manner.*
- *Maintain a working landline or corded telephone.*
- *Maintain access to a working email address.*
- *Maintain records for 5 years and allow Coalition staff and/or representatives access to SR records upon request.*
- *Allow the Coalition access to the SR Program and provide records as requested.*
- *Comply with state child abuse and neglect reporting requirements.*
- *Report unusual incidents to the Coalition.*
- *Abide by provisions of the “Rilya Wilson Act” (Section 39.604, Florida Statutes).*

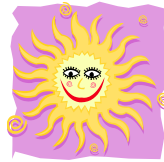


IV. CHILD ELIGIBILITY AND ENROLLMENT

- Enroll children for the SR Program only with written authorization from the Coalition.
- Monitor the child's eligibility status.
- Maintain daily sign-in and sign-out sheets and submit accurate monthly attendance documentation within the required timeframe.
- Notify the Coalition of child absences (F.A.C. 60BB,4.500 (2) (c)).
- Protect the confidentiality of child and family information (Section 411.011 (1), Florida Statutes).
- Comply with nondiscrimination policies (45 Code of Federal Regulations 98.46).

V. COMPENSATION AND FUNDING

- **Accept the reimbursement rate established and approved by the Coalition.**
- **Review the Monthly Reimbursement Statement.**
- **Collect parent fees.**
- **Complete direct deposit paperwork.**
- **Return of funds if paid in error.**
- **Follow holiday and closing policies.**
- **Maintain a Continuity of Operations Plan.**

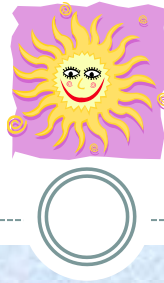


VI. NON-COMPLIANCE AND TERMINATION

- Allow inspections for compliance.
- Comply with terms of the Contract.
- Agree to termination due to lack of funding.
- Agree to termination upon mutual consent.
- Comply with Coalition decisions to terminate.
- Maintain a child care license.
- Failure to comply with the terms of the Contract.
- Intentional misrepresentation.
- Engaging in misrepresentation.

VII. DISPUTE RESOLUTION

- Follow procedures regarding the right to appeal. The Provider has the right to appeal after exhausting all possible contract remedies according to the dispute resolution policies of the Coalition. Rights to appeal and the dispute resolution policies and procedure as incorporated by reference and may be accessed at the Coalition website.
- Agree to litigation venue. The parties acknowledge that the contract shall be construed and enforced in accordance with the laws of the State of Florida. The parties further agree that any litigation brought arising out of the contract will be brought in Volusia/Flagler County, Florida, and not in any other state or county.



VIII. INDEMNIFICATION AND INSURANCE

- ***Accept liability for actions of agents, employees, partners.***
 - ***Maintain child care liability insurance.*** The Provider is required to provide a Certificate of Liability that states the Early Learning Coalition of Flagler and Volusia is named as an additional insured on the policy. Required liability thresholds are \$100,000/300,000.
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IX. COALITION RESPONSIBILITIES

- ***Adhere to fraud reporting requirements.***
- ***Uphold regulation standards.***
- ***Support the provision of quality SR services.***
- ***Uphold this Contract.***
- ***Understand and agree to Coalition's right to monitor.*** The Provider understands and agrees the Coalition has the right to monitor the Provider's compliance with the Provider Contract, legal requirements and Coalition policies. The Coalition will review the Provider's compliance and evaluate the Provider's past and present performance when considering renewal.

What happens next?



- Once the School Readiness Contract is signed by both the Provider and the Authorized Coalition Representative, the program is able to begin providing School Readiness services on the agreed upon start date.
- The ELCFV does not direct a family to any particular School Readiness Provider. It is completely parental choice. Every School Readiness Provider is noted on the DCF website for the parent to choose from. The parent contacts the Provider to determine enrollment information and availability and then selects the Provider for assignment at their eligibility appointment at the ELCFV.
- Families will bring the Provider the School Readiness paperwork that authorizes care. There is a start and end date on the paperwork that shows the Provider the dates care is eligible for reimbursement. The ELCFV will only pay for care during the authorized dates.

What happens next? continued...



•The parent will pay the Provider a daily parent fee indicated on the eligibility paperwork. The ELCFV will pay the Provider for care at the Provider Payment Rate for the child, minus the parent fee amount.

The current Provider Payment Rate Schedule is available on our website.

If a Provider charges more for care than the Payment Rate, then the parent is responsible to pay for the difference in addition to their daily parent fee.

•The Provider will have the child signed in and out daily with the parent's full signature (initials are not acceptable for reimbursement). These sign in sheets are kept at the Provider's site and must be available for ELCFV upon request during an onsite unannounced monitoring. Each day, the Provider will indicate the child's attendance on the School Readiness Attendance Sheet.

•At the end of the month, the Provider will fax in the Attendance sheet, to be received at ELCFV by the 2nd business day of the following month, and then mail in the original. Payment is processed and reimbursement is paid to the Provider by the 23rd of the month.

Thank you!

We appreciate your interest in participating in the School Readiness program and providing quality services to children and families in our community!

A Provider Operations Representative is available to assist you in joining our program.

(386) 323-2400

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